

CITY OF TORRANCE

**REPORT OF CONVICTIONS:** COMPLETE AND SIGN THIS SECTION IN **PERMANENT INK**

Have you ever been convicted of a criminal offense (misdemeanor or felony)? **(Do not include minor traffic infractions, convictions while a minor, convictions sealed by Court order and/or convictions for certain marijuana offenses that are more than two years, pursuant to Labor Code Section 432.8 – contact Civil Service to obtain a list of convictions which can be omitted from the application.)**

YES   ☐            NO   ☐

**IF NO CONVICTIONS, CHECK BOX AND SIGN AND DATE BELOW.**

**IF CONVICTIONS, CONTINUE WITH THIS FORM.**

In the spaces below, give complete details for every conviction. A conviction includes a plea, verdict or finding of guilt, regardless of whether a sentence was imposed by the court.

A conviction record is not an automatic bar to employment. Factors such as the nature and gravity of the offense and the length of time since the conviction will be taken into account, as well as the relationship between the offense(s) and the job(s) for which have applied. Give all of the facts so that a decision can be made. Begin with your first conviction.

IF YOU NEED MORE SPACE, ATTACH A SEPARATE SHEET.

**WARNING:** New employees are fingerprinted and criminal records are checked. You may be disqualified or terminated from employment unless you fill out this form accurately and completely to the best of your knowledge.

APPROXIMATE DATE, CITY AND STATE OF CONVICTION	OFFENSE FOR WHICH CONVICTED	DESCRIBE BRIEFLY THE CIRCUMSTANCES CONCERNING YOUR CONVICTION INCLUDING AMOUNT OF FINE, LENGTH OF JAIL OR PRISON SENTENCE, AND LENGTH OF PROBATION PERIOD

I CERTIFY THAT THE ABOVE IS TRUE AND CORRECT.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
POSTION APPLIED

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE